JOB DESCRIPTION

Position Title: **Principal Analyst**　　　　　　　　　　　Working Title: **Web Developer**

Class Code: <u>4909</u>　　　　Exempt　　　　　　EEO Code: <u>03</u>　　　　　　　Effective Date: <u>October 1, 2001</u>

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Major Function

Specialized analytical work responsible for maintaining, updating and enhancing the County's Internet and Intranet web sites.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Works with other staff and department users to create connections between the user interface and database server.

Designs, develops, implements new pages, programming code and databases in response to approved enhancement requests.

Performs administrative functions on existing Internet/Intranet server software and hardware. Responsible for setting up future expansions of Internet and Intranet software and hardware.

Monitors web technology to ensure county sites remain current. Updates websites according to scheduled site maintenance. Adds new content to the site as necessary.

Works with Customers and vendors to coordinate technical aspects of complex enhancements and development.

Performs other duties as necessary or as may be necessary.

Minimum Qualifications

Knowledge and experience with website design, HTML, XML, CGI, ASP, UNIX, Perl, SQL, Java Script, and VB object oriented languages. Knowledge of software used on a personal computer, especially word processing, database, and web development, graphic design and web monitoring tools. Knowledge of network Internet security procedures and methods. Knowledge of configuration of services and development tools residing on servers. Knowledge of GIS files and mapping products. Knowledge of Netscape Enterprise server or Internet Server software.

Ability to communicate effectively both orally and in writing. Ability to understand and contribute to functional requirements and translate them into technical design and development projects. Ability to clearly document features, technical specifications, and infrastructure requirements for technical work and projects.

Bachelor's Degree in computer Science and three (3) years' experience in web development and design.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Some duties performed will require lifting objects weighing approximately 25 pounds.